



Rural Sewer Grant Application Instructions for Form 780-2036

Following are the instructions for filling out the Rural Sewer Grant Application, Form 780-2036.

1. Print or type the name of the applicant.
2. Include a street address.
3. Include a phone and fax number.
4. The authorized representative is the person designated by the grant application to sign official documents and to speak for the applicant on project related matters.
5. Fill in a telephone number that will be answered during work day hours.
6. Show the population of the entire service area. The "population to be served" will be different from the census population if the project is to sewer a portion of the municipality or district.
7. Provide the state senate district and state representative district numbers for the project area.
8. Special Needs Grants are available to communities of less than 10,000 population, public water supply districts, and public sewer districts that must meet more stringent operation permit requirements.

Unsewered Collection Grants are available to communities of less than 10,000 population, public water supply districts, and public sewer districts that are providing collection sewers to an unsewered area.

9. This grant cannot provide more than 50 percent of the total project cost. The grant applicant must have secured the primary funding in order to be considered for a grant. List the primary source(s) of funds.
10. Supply the cost estimates for the project. On Special Needs Grants, the cost of the necessary upgrade should be shown separately from any other construction costs that will be done. Attach a separate sheet if necessary.
11. Special Needs Grants are the lesser of \$1,400 per connection served or 50 percent of the costs of the necessary upgrade or \$500,000.

Unsewered Collection Grants are the lesser of \$1,400 per new connection or 50 percent of the collection project or \$500,000.

12. Please calculate the grant amount and put this amount in item 12 under the "Rural Sewer Grant" column.

13. Provide a brief project description.
14. In the event that applications are greater than available funds, this financial information will be considered:
 - 14A. The median household income is based on the most recent census.
 - 14B. If your community is low-to-moderate income by census or if you have conducted a low-to-moderate income survey and qualify as low-to-moderate income please check yes.
 - 14C. Fill in the current rate for 5,000 gallons.
 - 14D. Fill in the proposed rate for 5,000 gallons.
 - 14E. This number is used to determine the financial burden to the community/district. If the project area does not have water please write in "no public water system".
 - 14F. Show the total revenues for the most recent year. Please show when the accounting year ended if the fiscal year used is not the calendar year. If this is a new system, write in "new system".
 - 14G. Show the total expenditures for the sewer system for the same time period shown in 14F.
15. In order to award funds to projects that will use the funds expeditiously, we need this information.
 - 15A. Fill in the date the engineering design was completed or the anticipated date.
 - 15B. Fill in the date the last piece of the financial package was secured or the anticipated date.
 - 15C. Fill in the date that the construction plans and specifications are expected to be complete.
 - 15D. Fill in the expected construction start date.
 - 15E. If this application is for special needs to meet more stringent state operating requirements, please fill in the date shown in the compliance schedule on the state operating permit.
16. Please list any board trainings related to wastewater management that your utility board members have attended in the last three years.
 - Sign the application; attach any additional information that will enable the department to prioritize your wastewater needs.
 - If you are applying for funds through the Missouri Water and Wastewater Committee, attach a copy of that application and a copy of the Preliminary Engineering Report.
 - If you are not using funds from USDA Rural Development or Department of Economic Development Community Development Block Grant Program, be certain that you have explained the primary funding source in item 9.
 - Mail the form to the Department of Natural Resources, Financial Assistance Center, P.O. Box 176, Jefferson City, MO 65102. If you have any questions, call 573-751-1192.

For More Information

Missouri Department of Natural Resources
 Water Protection Program
 P.O. Box 176
 Jefferson City, MO 65102-0176
 800-361-4827 or 573-751-1300
www.dnr.mo.gov/env/wpp/index.html